

S-E-C-R-E-T

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28 January 1959

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Deputy Director (Coordination)

SUBJECT: Program for Greater Efficiency in CIA

1. In order to achieve greater efficiency within the Central Intelligence Agency, which may also result in savings in manpower, it is my desire that all of the components carefully re-examine their missions, functions, organization and procedures. To give impetus to this drive for greater efficiency, I request each Deputy Director immediately to undertake a survey of all activities under his direction for the purpose of:

a. Analyzing activities, functions, projects and procedures with respect to priority and indicating the manpower assigned to each, together with recommendations pertaining thereto.

b. Identifying those activities, functions, projects or procedures which overlap materially or duplicate unnecessarily similar work being performed in another element of the major component, in another element of the Agency, or in another element of the Intelligence Community, together with recommendations for corrective action.

c. Re-examining the organizational structure of your component to determine whether at this time you should recommend any changes which would lead to greater efficiency and thus to savings in people.

d. Identifying and taking immediate action on those individuals who may be insufficiently or ineffectively employed, regardless of the essentiality of the tasks with which engaged.

S-E-C-R-E-T

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S-E-C-R-E-T

2. I have previously issued instructions for the elimination of sub-standard employees in my memorandum dated 17 February 1958, subject "Personnel Selection Out Procedures" [redacted] These instructions remain in full force and effect, and the Deputies will continue to identify and report the names of those individuals who should be considered for the Selection Out procedures.

25X1

3. To assist in the effort directed by this memorandum and to keep me informed with respect to the overall problems involved, I am appointing a Task Force consisting of the following officers:



DD/P, Chairman
[redacted], Member
DD/I, Member

25X1

The Task Force will remain constituted until further notice and will:

- a. Individually assist their respective Deputy Directors in the action to be taken under paragraph 1.
- b. Coordinate the effort being made in the offices of the Deputy Directors to the end that effective procedures developed in one component are available for application in another.
- c. Maintain close and continuing liaison with the Director of Personnel and the General Counsel to insure that any recommendations affecting personnel are reported promptly to these officers.
- d. Identifying to the Deputy Directors any function, procedure or project which should be reviewed or re-examined in order to increase efficiency and thereby effect manpower savings.

4. I request that each Deputy Director make a first report to me of the results of his survey as outlined in paragraph 11 above, not later than 30 April 1959.

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ALLEN W. DULLES
Director

Copies: DDCI

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D/Pers

General Counsel

Members, Task Force

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